

Computer

St. Catherine School has a fully equipped computer lab that has 24 laptops with wireless internet access. All students have access to the computer lab on a first come first serve basis. Each grade from 1st to 5th has a weekly assigned time to use the computer. Middle school teachers may reserve the lab during their class periods to do special research projects or internet assignments. Before accessing computers in the computer lab or in the classroom, all students and teachers are required to read and sign our Acceptable Use Agreement. The document outlines acceptable use for school technology and sets forth rules and guidelines that all at St. Catherine School must follow.

6th Grade students take computer during the first semester of the school year. They begin by learning about hardware, software, copyright laws and internet safety. Then, they learn to type to touch using the home key typing method. On average, students are expected to eventually be able to type at a rate of 20 to 25 words per minute without looking at the keypad. Once we have covered the alpha keyboard, we move on to learning about typing word processing documents. We use Microsoft Word as our word processor. By the end of the semester, students are able to type single and multi-page documents in both MLA and business formats. This is a skill that they will use beginning this year and continue to use throughout their lifetime.

7th Grade students take computer during the second semester of the school year. For the first week or so, they will reacquaint themselves to the keyboard by practicing good typing skills. Then they will begin learning to use a spreadsheet program. Microsoft Excel is the spreadsheet program that we use. Students learn to create, format and edit a spreadsheet as well as enter mathematical formulas and create charts and graphs.

At about mid-semester, we move to PowerPoint. Students learn to create slideshow presentations with clipart, text, photos and music. Typically, we work along with the Social Studies class and create slideshow presentations featuring famous people in Texas history or businesses that originated in Texas. Slideshows are set to music and shown to several classes.